

Petra Adamkova

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Personal profile:

Driven, independent, and detail-oriented professional with a robust background in customer-facing administration roles and “people to people” communications and care. Major experiences in health care and education sectors.

Professional Skills:

Proven ability to adapt to various roles and responsibilities, showcasing versatility in diverse work environments. Exceptional communication skills through positive interactions with clients, suppliers, and colleagues. Proficient with digital tools, including MS Office, Social Media platforms, Graphic Programs, and Microsoft meeting applications.

Work history:

Freelance - Interpreter & Translator | WORD360 | 1.01.2024 - present

Interpreting pre-booked and on-demand video and phone calls for healthcare and social sector (NHS), (GOV. UK) conveying the message, maintaining content and tone of the original message. Research industry-specific terminology Manage multiple projects and deadlines while maintaining high-quality work. Maintain confidentiality and protect the integrity of sensitive information.

Freelance - Interpreter & Translator | Aa Global | 1.01.2023 - present

Translating various documents from one language to another, while maintaining the content, context, and tone. Proofreading and editing. Focus on accuracy, completeness, and fluency. Interpret Conduct research on industry-specific terminology Manage multiple projects and deadlines while maintaining high-quality work Maintain confidentiality and protect the integrity of sensitive information.

Receptionist/Administrator | Career Legal Ltd | 30.02.2023 – 15.12.2022

Managing various administrative tasks, such as bookkeeping, customer service, and supplier relationships. Efficient Data Management: inputting and confirming departmental information in computer systems, ensuring accuracy and meeting deadlines. Effective Prioritisation: Skilled at managing workloads, and delivering results with a strong attention to detail.

Office Administrator | Anzuk Education UK | 03.02.2022 -25.01.2023

Office Operations: Ensured smooth operations. Organizing and bookkeeping venues and classes, supporting teachers, and assisting with timetables. Provide comprehensive administrative assistance, handling schedules, aiding with attendance records, and contributing to payroll processes.

Caregiver | Active Assistance Group UK | 21.10.2016 - 20.12.2021

Providing compassionate care, focusing on client needs, including daily routines, medication assistance, physiotherapy, personal care, and household tasks.

Education:

The Prague School of Hospitality and Catering, 1999 – 2002
Master Class Screen Acting / Actor Studio
Bartender Course

Multilingual Capability: Fluent in English, Czech, and Slovak.

Interests:

Passionate about the art and techniques of cinematography. Storytelling and composition.
Enthusiastic about traveling and history.